

LABORATORY QA AUDIT CHECKLIST

Auditor:	Date:
Laboratory:	
Location:	

No.	Audit Questions per MDC QAM Laboratory Guidelines	Ref	Y	N
1	Does the Laboratory have a documented Quality Assurance Program?	2.1	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the QAM contain current contact info and legal status of the Laboratory?	2.2	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the Laboratory maintain a Safety Control Program?	2.4	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the QAM define current responsibility over Quality Control of operations?	3.1	<input type="checkbox"/>	<input type="checkbox"/>
5	Are the technicians conducting tests/calibrations adequately trained/educated?	3.2	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the Lab have a staff/contract PE w/o financial interest in products tested?	3.3	<input type="checkbox"/>	<input type="checkbox"/>
7	Are the above Professional Engineers listed on the Laboratory Certificate?	Cert.	<input type="checkbox"/>	<input type="checkbox"/>
8	Are records of technicians' training/qualifications/skill/experience retained?	3.4	<input type="checkbox"/>	<input type="checkbox"/>
9	Is the Quality Assurance Manual being reviewed or revised annually?	4.1	<input type="checkbox"/>	<input type="checkbox"/>
10	Are reviews/revisions documented and are disseminated copies controlled?	4.2	<input type="checkbox"/>	<input type="checkbox"/>
11	Are test procedures for tests (set-up/conducting/recording) documented?	5.1	<input type="checkbox"/>	<input type="checkbox"/>
12	Is the equipment for testing/calibrations inventoried (name; model #; serial #)?	5.2	<input type="checkbox"/>	<input type="checkbox"/>
13	Are sampling procedures documented (ID; handling; protection; disposal)?	6.1	<input type="checkbox"/>	<input type="checkbox"/>
14	Where applicable, are environmental conditions controlled to not affect tests?	7.1	<input type="checkbox"/>	<input type="checkbox"/>
15	Does the Laboratory have proper accommodations for accurate testing?	7.2	<input type="checkbox"/>	<input type="checkbox"/>
16	Are safety procedures established in accordance with regulatory standards?	7.3	<input type="checkbox"/>	<input type="checkbox"/>
17	Is testing equipment stored/cleaned in accordance w/ manufacturer specs?	8.1	<input type="checkbox"/>	<input type="checkbox"/>
18	Is equipment being used by technicians per their recorded qualifications?	8.2	<input type="checkbox"/>	<input type="checkbox"/>
19	Is equipment being calibrated regularly per testing/manufacture requirements?	8.3a	<input type="checkbox"/>	<input type="checkbox"/>
20	Is equipment calibrations controlled with calibration labels/stickers?	8.3b	<input type="checkbox"/>	<input type="checkbox"/>
21	Does the Laboratory control non-calibrated equipment to prevent it from use?	8.4	<input type="checkbox"/>	<input type="checkbox"/>
22	When calibrated in-house, are procedures/records being recorded?	8.5	<input type="checkbox"/>	<input type="checkbox"/>
23	Is the quality of sub-contracted work (tests/calibrations) controlled by Lab?	8.6	<input type="checkbox"/>	<input type="checkbox"/>

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24	Are calibration certificates retained for traceability to national standards?	8.7	<input type="checkbox"/>	<input type="checkbox"/>
No.	Audit Questions	Ref	Y	N
25	Are records retained and retrievable for inspection per QAM specifications?	9.1/2	<input type="checkbox"/>	<input type="checkbox"/>
26	Are tests results and test report amendment letters being retained for 10yrs?	9.3	<input type="checkbox"/>	<input type="checkbox"/>
27	Are records pertaining to audits, calibrations, and complaints kept for 4 years?	9.4	<input type="checkbox"/>	<input type="checkbox"/>
28	Do test reports contain required information per TAS criteria and per QAM?	9.5	<input type="checkbox"/>	<input type="checkbox"/>
29	Is the Laboratory notifying clients or those required prior to conducting tests?	9.6	<input type="checkbox"/>	<input type="checkbox"/>
30	Is the Laboratory being audited by 3 rd -parties per the QAM?	10.1a	<input type="checkbox"/>	<input type="checkbox"/>
31	Are the audit findings being addressed and documented to prevent recurrence?	10.1b	<input type="checkbox"/>	<input type="checkbox"/>
32	Has the Lab been responding to Audit Report Letters from MDC appropriately?	10.3	<input type="checkbox"/>	<input type="checkbox"/>
33	Are complaints involving MDC approved tests being addressed and recorded?	11.1a	<input type="checkbox"/>	<input type="checkbox"/>
34	Are these complaints being reported to MDC Product Control Section?	11.1b	<input type="checkbox"/>	<input type="checkbox"/>
35	Are procedures in place to address suspect data verified to be incorrect or not conforming to test methods?	11.2a	<input type="checkbox"/>	<input type="checkbox"/>
36	Are such issues being recorded and addressed to prevent recurrence?	11.2b	<input type="checkbox"/>	<input type="checkbox"/>
No.	Audit Questions per TAS 301 Testing Laboratory Guidelines	Ref	Y	N
1	Is an Emergency Action Plan available in every workplace in case of fire or other emergency; including availability of fire extinguishers and first aid kits?	3.6		
2	Does the Laboratory use stationary (adjustable) video recorders to record tests?	3.7		
3	Does the Laboratory have proper ventilation if required by any test apparatus?	3.8		
4	Does Laboratory have proper means to transport equipment for off-site testing?	3.13		
5	Are calibration findings and corrective action being retained and file with AHJ?	5.2		

Additional Notes / TAS Specifications:

